



Bureau of Planning and Sustainability

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MEMO

DATE: September 22, 2011
TO: Planning and Sustainability Commission
FROM: Sandra Wood
CC: Susan Anderson, Director
SUBJECT: Planning and Sustainability Commission Bylaws

The Planning and Sustainability Commission will consider approval of the Commission's Bylaws at the September 27, 2011 meeting. We have incorporated all the changes discussed at the Commission's recent retreat, and they have been reviewed by the City Attorney's office.

The only issue left unresolved at the Commission's retreat was regarding the necessity of a quorum. While the Commissioners agreed that a quorum was essential for the Commission to take action, they requested flexibility in the need for a quorum for briefing items.

Below are two options for your consideration:

OPTION ONE

Loss of quorum requires adjournment.

3. Quorum

Six members constitute a quorum at a meeting (33.710.040).

- a. A quorum is necessary to transact any business, including briefings and work sessions, other than to adjourn.
- b. The Chair may not call a meeting to order until a quorum is present unless, after waiting a reasonable time past the meeting's scheduled starting time, the Chair determines that there is no hope of obtaining a quorum. In that case, the Chair will call the meeting to order, note the lack of a quorum, and adjourn the meeting.
- c. If a quorum ceases to be present at any time during a meeting, the Chair will immediately adjourn the meeting.



OPTION TWO

Loss of quorum requires cessation of hearing or work session items, but briefing items may continue. Without a quorum, this will no longer be considered a meeting of the PSC.

3. Quorum

Six members constitute a quorum at a meeting (33.710.040).

- a. A quorum is necessary to transact any business, except to adjourn or as allowed below.
- b. The Chair may not call a meeting to order until a quorum is present unless, after waiting a reasonable time past the meeting's scheduled starting time, the Chair determines that there is no hope of obtaining a quorum. In that case, the Chair will call the meeting to order, note the lack of a quorum, and adjourn the meeting.

The Commissioners who are present may hear briefing items only. They may not hold hearings or work sessions, and they may not conduct any business that requires action on the Commission's behalf. Any discussion without a quorum is not a public meeting of the Commission and is not considered a "meeting" for public meeting law purposes.

- c. If a quorum ceases to be present at any time during a meeting, the Chair will note the lack of a quorum and adjourn the meeting. The lack of a quorum will be noted in the minutes. No further meeting minutes will be taken.

The remaining Commissioners may continue to hear briefing items only. They may not hold hearings or work sessions, and they may not conduct any business that requires action on the Commission's behalf. Any discussion after the loss of a quorum is not a public meeting of the Commission and ceases to be a "meeting" for public meeting law purposes.

